SLOT Classes
Spring 2020 Catalog

ACCOUNTING & FINANCE  2
BUSINESS DEVELOPMENT  3
CAREER DEVELOPMENT  3
COMMUNICATION  4
PUBLIC SAFETY  6
LEADERSHIP & MANAGEMENT  8
COMPUTERS & TECHNOLOGY  10

Discover What’s Next century.edu/training
ACCOUNTING AND FINANCE

**Accounting I: Recording Information**
Begin your understanding of the basics of accounting and how to properly record information in this hands-on class. Learn the accounting cycle, debit/credit theory, and who are the various users of accounting information. Apply this knowledge to enter in a journal and post to the ledger, and gain understanding of adjustments and the trial balance.

**Note:** Bring a calculator to class.

**Course # 2LEF-0376**
**POST:** This course is not POST eligible

| Sect 1 | Jan-29 / 1 session / Copa |
|        | W 8:30:00 AM - 4:00:00 PM | E2311 |

**Accounting II: Reporting Information**
Building on the principles learned in Accounting I: Recording Information, this hands-on class will focus on preparing financial statements. Learn to prepare an income statement, statement of earnings, a balance sheet and statement of cash flows.

**Note:** Prerequisite: Accounting I
Bring a calculator to class.

**Course # 2LEF-0377**
**POST:** This course is not POST eligible

| Sect 1 | Feb-05 / 1 session / Copa |
|        | W 8:30:00 AM - 4:00:00 PM | E2311 |

**Accounting III: Analyzing Information**
Take your accounting knowledge to the next level by learning to use financial statements to drive better business decisions. Drawing upon knowledge from the previous two classes, students will do a detailed analysis of local company financial statements, including ratio analysis, vertical analysis, and horizontal analysis.

**Note:** Prerequisite: Accounting I and II
Bring a calculator to class.

**Course # 2LEF-0378**
**POST:** This course is not POST eligible

| Sect 1 | Feb-12 / 1 session / Copa |
|        | W 8:30:00 AM - 4:00:00 PM | E2311 |

**Payroll Accounting**
Enhance your accounting skills with payroll accounting! This class will not only provide an overview of payroll accounting policies and procedures, you will explore payroll tax laws and reporting requirements, and the employer-employee relationship. Learn wage and deduction calculations, quarterly, and annual reporting. Day 2 of Payroll Accounting reinforces learning from Day 1 and includes a payroll simulation.

**Note:** Bring a calculator to class.

**Course # 2LEF-0397**
**POST:** This course is not POST eligible

| Sect 1 | Apr 22 & Apr 29 / 2 sessions / Copa |
|        | W 8:30:00 AM - 2:30:00 PM | E2311 |

**QuickBooks**
Begin your understanding of the basics of accounting and how to properly record information in this hands-on class, using QuickBooks 2018 DESKTOP. Learn how to set up a company, work with lists, set up inventory, sell your product, invoice for services, process payments, work with bank accounts, enter & pay bills, and use the EasyStep Interview.

**Note:** The textbook is included in the course fee and will be provided in class.

**Course # 2LEF-0379**
**POST:** This course is not POST eligible

| Sect 1 | Mar-25 & Apr-01 / 2 sessions / Copa |
|        | W 8:30:00 AM - 2:30:00 PM | E2312 |
BUSINESS DEVELOPMENT

Fundamentals of Training and Development
In today’s workplace, a highly skilled and well-educated workforce is vital to an organization’s survival and success. Whether you are creating a new program or redesigning an existing one, using a structured approach ensures course content will meet the needs of your learners and the organization. Understanding the fundamentals of development as well as training tools that match training needs to learner preferences and desired organizational outcomes is critical to training success. This course illustrates how to link organizational needs to training outcomes and overall success.

- Assessing Training Needs
- Developing Training Materials
- Facilitating Training Sessions In-Person Or On-Line
- Implementation Of Training
- Evaluating Training

Course # 2LEF-0463  POST # 9250-0912
POST: 4 credits

Sect 1  May-13 / 1 session / Lynn
W 8:00:00 AM - 12:00:00 PM  E2313

Career-Boosting Communication
Superheroes have costumes and catch phrases. Politicians have slogans. Products have logos and taglines. This branding helps to make the people and ideas memorable. What do people remember about you? Learn how to shape your messaging to reflect how you want to be perceived. Bring your resume, career history and skills list to the seminar so that you can work on your personal brand message. You will also have time to build a new LinkedIn profile or improve an existing one. A computer will be provided, but you can bring your laptop if you prefer.

Note: Bring your resume, career history and skills list to the seminar to work on your personal brand message.

Course # 2LEF-0482  POST: This course is not POST eligible

Sect 1  Feb-04 / 1 session / Lambertson
Tu 8:00:00 AM - 4:00:00 PM  E1733

MANAGING TIME EFFECTIVELY

Managing Time Effectively
Efficient time management is one of the keys to getting the most out of your day. From managing email to managing meetings to juggling multiple projects and priorities, this time management session will provide practical tips and techniques to help enhance your effectiveness.
Participants will:
- understand effective time management
- assess time management preferences
- define what focus really means
- review practical individual, team, and organizational tips & tools to manage more effectively

Course # 2LEF-0466  POST # 9250-0913
POST: 4 credits

Sect 1  Mar-24 / 1 session / Lynn
Tu 8:00:00 AM - 12:00:00 PM  E2313
Professional Ethics
This seminar focuses on ethics in today’s changing and challenging world; addressing ethical conflicts that are faced daily throughout the public, private, and nonprofit professions. This seminar focuses on real-life situations many have faced. These dilemmas can help us learn together from our successes and failures. The overall goal is to provide tools to assist in confronting an ethical conflict or dilemma, rather than just acting instinctively and facing the consequences. Doing the right thing and being a person of integrity and of high moral character is not easy, but will greatly benefit you and your organization over the long-term. Dr. Doolittle has taught ethics classes for over twenty years and believes ethics is not about just understanding some old dead philosophers but is about the real world of today. It is directly related to your personal and professional survival along with that of your organization and profession, for ethics does matter.

Course # 2LEF-0467  POST # 9250-0910  POST: 4 credits

Sect 1  Apr-07 / 1 session / Doolittle
Tu 8:00:00 AM - 3:30:00 PM  E2313

Better Work Through Interpersonal Communication
Each of us is unique. Not only does this make communication interesting, it makes communication frustrating! There is a simple reason; we all have a preferred communication style. Find out why other people don’t communicate like you do, why it drives you crazy, and what you can do about it.

Better Work Through Interpersonal Communication...cont.
You will learn how to:
- Identify assertiveness behaviors
- Identify responsiveness behaviors
- Determine a communication preference
- Understand your communication preferences
- Identify the communication preferences of others
- Recognize when and why we fight back
- Manage difficult interactions Adapt your communication style to improve relationships and productivity

Note: A textbook will be included in the course fee and provided in class.

Course # 2LEF-0348  POST # 9250-0769  POST: 7 credits

Sect 1  Jan-28 / 1 session / Grace
Tu 8:00:00 AM - 4:00:00 PM  E2313

Building Community Trust Through Communication
A great deal of focus is placed on learning how to talk to the media, and while this is important, we can’t forget that we have everyday opportunities to build trust. We need to take opportunity to build trust, transparency, and engagement through everyday interactions. This class will highlight best practices for receiving feedback, providing follow-up information, and building bridges one interaction at a time.

Course # 2LEF-0442  POST # 9250-0888  POST: 3 credits

Sect 1  Feb-19 / 1 session / Okada
W 9:00:00 AM - 12:00:00 PM  E2311
Creating Candid Conversations
Rarely do arguments emerge because one or both parties are trying to be difficult. Differences are the reality of life. When handled proactively they can lead to progress. But conflict can emerge when people cross the fine line between healthy, productive disagreement and heated arguments. Explore small communication adjustments to help you ask better questions so you and others clearly understand the issue before you voice objections; speak your mind without letting the situation spiral out of control; and listen and use language which reduces tension and creates rapport.

Course # 2LEF-0462  POST # 9250-0909
Post: 4 credits

Sect 1  Feb-25 / 1 session / Gesche
Tu 8:00:00 AM - 12:00:00 PM  E2313

Negotiations 101
Haggling isn’t negotiating. Negotiating is trying to find creative ways to satisfy the different interests of those involved rather than just split the difference. The goal is to manage our emotions, and the tension between building deals that satisfy both parties’ interests, while maintaining a healthy working relationship. So if you want to discover how to make smarter moves and set the stage for more productive interactions, join me for this session. You will leave this course with: Ideas on how to create a problem solving atmosphere where people feel safe brainstorming and problem solving Tools that will help you explore each side’s interests (hopes, fears, concerns, needs) Techniques to keep you focused on the end game while resisting old behaviors such as treats or demands

Course # 2LEF-0425  POST # 9250-0871
Post: 4 credits

Sect 1  Mar-31 / 1 session / Gesche
Tu 8:00:00 AM - 12:00:00 PM  E2313

Public Speaking Hacks for Everyone
Are you nervous when speaking in front of others? Is speaking on the spot stressful? Do you have difficulty organizing your thoughts? Is it tough to get your point across? This class will help you manage common public speaking challenges and improve your confidence and skills regardless of your skill level. You will have fun while you learn to manage anxiety, speak extemporaneously, use question and answer to buy time, be persuasive and more.

Course # 2LEF-0449
Post: This course is not POST eligible

Sect 1  Feb-27 / 1 session / Grace
Th 8:00:00 AM - 2:30:00 PM  E2313

Reading Others Using Micro-expressions & Body Language
The face is the best indicator of a person’s emotions if you know how to read it. The good news is we can already tell a lot about someone by their face. A micro-expression is a brief, involuntary facial expression that is shown on the face of humans according to the emotions that are being experienced. Unlike regular pro-longed facial expressions, it is difficult to fake a micro-expression. There are seven universal micro-expressions: disgust, anger, fear, sadness, happiness, surprise, and contempt. This session will review how to accurately read others’ micro-expressions and body language which can enhance understanding and influence in any situation.

Course # 2LEF-0435  POST # 9250-0885
Post: 4 credits

Sect 1  Mar-02 / 1 session / Lynn
M 8:00:00 AM - 12:00:00 PM  E2313
Responding to Conflict: Strategies For Improved Communication
It’s time to manage conflict rather than have it manage you! Conflict is a normal by-product of working with others. How you deal with conflict and differing perspectives impacts your ability to manage people and enjoy your work. You will learn how to recognize the types of conflict, practice strategies for dealing with differences, and build skills for positively resolving differences.

Course # 2LEF-0128  POST # 9250-0818
POST: 4 credits

Sect 1  May-12  /  1 session / Gesche
Tu 8:00:00 AM - 12:00:00 PM  E2313

Understanding What Makes People Tick
Employees don’t disengage without reason and they don’t do their best work in an environment that fails to inspire. If employees are going to have a stake in the success of an organization, it is important to understand what causes disengagement and what can be done to motivate others. Capitalize on the untapped awesomeness inside your people for their benefit and yours too.
In this class you will learn:
• To recognize signs of disengagement
• To learn the five causes of disengagement
• To identify current levels of engagement of your team members
• To define motivation, intrinsic motivation, and extrinsic motivation
• To understand what drives each person’s motivation
• To evaluate how thinking affects motivation
• To learn tips for getting yourself and others motivated

Course # 2LEF-0431  POST # 9250-0879
POST: 4 credits

Sect 1  May-07  /  1 session / Grace
Th 8:00:00 AM - 12:00:00 PM  E2313

Simplifying Customer Service
Customer service is a dynamic process, although customers themselves are generally simple. They have a need and they want you to fulfill the need. Fully understand their needs and provide the right solution produces a satisfied customer who come back again and again. In this class you will learn:
• To know the five expectations all customers have
• To effectively communicate with customers
• To differentiate between positive, negative, inflammatory and powerful language
• To use rapport building to establish trust
• To apply customer recovery to past, present, and future situations
• To maintain control when interacting with angry customers
• To project a positive, customer-focused attitude

Course # 2LEF-0432  POST # 9250-0878
POST: 4 credits

Sect 1  Mar-05  /  1 session / Grace
Th 8:00:00 AM - 12:00:00 PM  E2313

Criminal Prosecution for Police
Have you ever put a lot of work into cases only to have the case be declined for prosecution? This course discusses several facets of criminal prosecution including following a case from the point of referral to the jury. Expect several case examples including those that were never prosecuted, some that were rejected by a judge, and others that have resulted in convictions.

Course # 2LEF-0457  POST # 9250-0864
POST: 4 credits

Sect 1  Jan-30  /  1 session / Lacy
Th 8:00:00 AM - 12:00:00 PM  E2311
Data Practices for Law Enforcement
One of the major areas of modern law enforcement liability in an information age is data practices and management or more accurately mismanagement of data. In this class, a recognized expert on data practices for law enforcement will present the building blocks of what data practices is, terms definitions and perils and pitfalls that can lead to agency and personal liability. By the time the class is done, you will know the basic concepts of data practices as it relates to law enforcement and how this important law impacts you on the job every day.

Course # 2LEF-0490    POST # 9250-0928
POST: 4 credits

Sect 1      Jan-24 / 1 session / Hodsdon
            F 8:00:00 AM - 12:00:00 PM     E2311

Death or Complex Investigation: From the Crime Scene to Cold Case...cont.
This class will be reviewing cold case investigative protocol and through real-life cases of which several have been featured on national television. Some of major focuses areas are: the initial crime scene, changing evidence, interview and interrogation, profiling, the autopsy, managing complex investigation, working with the media, and cold case homicide protocol.

Course # 2LEF-0494    POST # 9250-0930
POST: 14 credits

Sect 1      Mar-23 & Mar-30 / 2 sessions / Doolittle
            M 8:00:00 AM - 4:00:00 PM     E2313

Investigative Techniques for First Responders
Cases are solved or lost on the actions of the first responders. First responders’ actions, observations, and initial investigation are critical to the solution of all cases. This class will teach first responders how to read crimes scenes and look for clues to help narrow down the suspect pool. Officers attending this class will learn how a criminal thinks, their behavior, 10 filters to investigations, 4 major questions to access behavior at a crime scene, and why criminals commit crimes. The class will focus on motivation, what solves cases, sex crimes, pedophiles, sexual sadists, homicides, 4 phases of murder, psychology of violence, rules of evidence, the art of persuasion, and interview/interrogation techniques.

Course # 2LEF-0493    POST # 9250-0926
POST: 7 credits

Sect 1      Mar-27 / 1 session / Craft
            F 8:00:00 AM - 4:00:00 PM     E2311
**LEADERSHIP & MANAGEMENT**

**Foundations of Project Management: Creating & Managing Successful Projects**
This class is designed to be an overview of key concepts in Project Management. If you are new to project management or are an experienced project manager but have never had a course in project management, then this class is for you! Explore Project Management processes, key tools and leadership principles. Build a solid understanding of the underlying principles in project management while developing knowledge of key project management concepts and terms. Learn the role of the project manager and be able to describe the interrelationships between the ten PMBOK® knowledge areas.

**Note:** The class is designed to correspond to the PMBOK®, the Project Management Body of Knowledge published by the Project Management Institute.

<table>
<thead>
<tr>
<th>Course #</th>
<th>POST #</th>
<th>Course Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2LEF-0373</td>
<td>9250-0798</td>
<td>Foundations of Project Management</td>
<td>Sect 1: Mar-12 / 1 session / Vreeman, Th 8:00:00 AM - 3:30:00 PM E2313</td>
</tr>
</tbody>
</table>

**Terrorism: Foreign and Domestic**
This class will provide participants with the history of terrorism, describe specific active terrorist groups in the world and U.S., discuss terrorist activity since 9/11 and terrorist activity in Minnesota over the past 50 years, discuss Law Enforcements response to terrorism, and describe signs of terrorism.

<table>
<thead>
<tr>
<th>Course #</th>
<th>POST #</th>
<th>Course Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2LEF-0486</td>
<td>9250-0922</td>
<td>Terrorism: Foreign and Domestic</td>
<td>Sect 1: Feb-20 / 1 session / Boylan, Th 9:00:00 AM - 12:00:00 PM E2311</td>
</tr>
</tbody>
</table>

**Introduction to Agile/Scrum**
Participants will lean about a different way of getting work done - this class is designed to be an overview to Agile and in particular, Agile Scrum. Several Agile and variations such as Kanban and Xtreme Programming will be introduced. Discover the core principles and beliefs that drive agile thinking and agile scrum practice. Investigate the various roles, events, and artifacts of doing work in agile scrum. Agile scrum and Project Management will be contrasted to better understand both.

<table>
<thead>
<tr>
<th>Course #</th>
<th>POST #</th>
<th>Course Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2LEF-0481</td>
<td></td>
<td>Introduction to Agile/Scrum</td>
<td>Sect 1: Apr-30 / 1 session / Vreeman, Th 8:00:00 AM - 12:00:00 PM E2313</td>
</tr>
</tbody>
</table>

**POST:** This course is not POST eligible
Infectious Creativity for Team Leaders
The zombie epidemic has infected your office. The boss grumbles the same complaints. Coworkers have blank stares. Your staff is looking forward to Friday on Monday. Un-zombify your workplace by infecting your team with creativity. A productive imagination can make your job feel less like work, and turn your coworkers into an effective group, freeing all from the drudgery of routines. This fun and interactive seminar will help you to gain new techniques for creative problem solving. You will try methods used by brilliant people to energize their own creativity, and learn how to inspire creative excellence in your crew. Creativity is the cure! Leave this interactive seminar with strategies and methods to improve creativity that you can share with your team.

Course # 2LEF-0405  POST # 9250-0827
POST: 4 credits
Sect 1
Feb-24 / 1 session / Lambertson
M 8:00:00 AM - 12:00:00 PM     E2313

Process Mapping and Root Cause Analysis
Learn how to apply these important techniques borrowed from Lean Six Sigma philosophy at your workplace. Participants will learn in small groups how to build a process map for any process or procedure, then compare each step to a master checklist. In doing so, any process may be improved and errors can be uncovered. Participants will gain insights in to how to critically analyze and search for process improvement ideas to increase speed, efficiency, and reduce errors. Special insights in to how to plan and hold a ‘Kaizen Event’ will also be discussed.

Course # 2LEF-0468  POST # 9250-0911
POST: 4 credits
Sect 1
Apr-14 / 1 session / Kiefer
Tu 8:00:00 AM - 12:00:00 PM     E2313

Leading with Emotional Intelligence
Why does emotional intelligence (EI) matter? Because at the core of every outstanding leader are the abilities to connect, achieve, inspire and act with resilience. Now you can learn to apply the best practices of an emotionally intelligent leader and give yourself a winning edge. EI helps you create and sustain unique opportunities and more impactful relationships. This course uses an integrated competency approach to help you develop this crucial skill. You’ll get hands-on implementable tools that can help you influence and motivate others to new heights of achievement.

Course # 2LEF-0437  POST # 9250-0883
POST: 4 credits
Sect 1
Apr-28 / 1 session / Lynn
Tu 8:00:00 AM - 12:00:00 PM     E2313

Situational Leadership
In times where resources are limited, change and growth are occurring and effectiveness is crucial, leaders need to ensure they are performing at their best. Now more than ever, leaders need to ensure they are effective at getting the job done and working as effectively and efficiently as possible. The Situational Leadership Model is an essential tool for assessing the needs of the workplace and responding to the needs of others in the most effective and efficient manner. This model is proven, practical, and has been thoroughly updated to meet today’s business challenges. This eye-opening experience can result in fast professional development.

Course # 2LEF-0372  POST # 9250-0916
POST: 4 credits
Sect 1
Apr-16 / 1 session / Lynn
Th 8:00:00 AM - 12:00:00 PM     E2313
The Strategy of Leadership: Creating Success through Coaching
Coaching is one of the most powerful one-on-one management techniques for getting the best out of every employee. How do you sharpen your own coaching skills to help your employees/team achieve high performance? This course will explore why coaching is critical in today’s work environment and demonstrate what you can do to develop employees and help them meet, and exceed, expectations. Identify coaching styles and the consequences of each and how to communicate expectations in a way that makes others want to follow through. Gain understanding on how to cultivate a culture where coaching is a daily occurrence and what it takes to be a great coach. Learn how to incorporate a simple coaching process for successful interactions and discuss barriers to effective coaching and how to deal with them.

Course # 2LEF-0417  POST # 9250-0838
POST: 4 credits

Sect 1  Apr-21 / 1 session / Okada
Tu 8:00:00 AM - 12:00:00 PM  E2313

Microsoft Office 2019/365: Access Level II
Expand your database design skills! Take a deeper dive into queries, forms and reports, advanced query wizards and other advanced design features.
Note: The textbook is included in the course fee and will be provided in class.

Course # 2LEF-0484  POST # 9250-0919
POST: 7 credits

Sect 1  Feb-03 / 1 session / Lehr
M 8:00:00 AM - 3:30:00 PM  E1733

Microsoft Office 2019/365: Access Level III
Be empowered to design Access as a user-friendly tool for others. Expand your knowledge by using sub forms, creating form letters, importing and integration with Excel, Word and other databases.
Note: The textbook is included in the course fee and will be provided in class.

Course # 2LEF-0485  POST # 9250-0920
POST: 7 credits

Sect 1  Mar-09 / 1 session / Lehr
M 8:00:00 AM - 3:30:00 PM  E1733

Microsoft Office 2019/365: Access Level I
Let this class introduce you to the basics of database design theory and development. Build and use queries, forms, reports, modify database structure, and tables.
Note: The textbook is included in the course fee and will be provided in class.

Course # 2LEF-0483  POST # 9250-0918
POST: 7 credits

Sect 1  Jan-13 / 1 session / Lehr
M 8:00:00 AM - 3:30:00 PM  E1733

QUESTIONS?
Call: 651-779-3341
Email: cect@century.edu
Click: century.edu/training
**Microsoft Office 2019/365: Excel Level I**

New to Excel? Using it forever? This class is a must. Old habits die hard. Sit right down and acquire foundations of Excel & Office using 21st century tools. Learn how to make entries in cells, including formulas and functions. Tell your story with Styles and Themes and charts. Work on analyzing data with challenging formulas including the If function. There’s plenty here for all.

**Note:** The textbook is included in the course fee and will be provided in class.

<table>
<thead>
<tr>
<th>Course # 2LEF-0469 POST # 9250-0898</th>
<th>POST: 7 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sect 1</strong></td>
<td></td>
</tr>
<tr>
<td>Jan-15 / 1 session / Seys</td>
<td></td>
</tr>
<tr>
<td>W 8:00:00 AM - 3:30:00 PM</td>
<td>E1733</td>
</tr>
</tbody>
</table>

| **Sect 2**                           |                |
| Feb-26 / 1 session / Seys            |                |
| W 8:00:00 AM - 3:30:00 PM            | E1733          |

| **Sect 3**                           |                |
| Apr-15 / 1 session / Seys            |                |
| W 8:00:00 AM - 3:30:00 PM            | E1733          |

<table>
<thead>
<tr>
<th><strong>Microsoft Office 2019/365: Excel Level II</strong></th>
</tr>
</thead>
</table>

It’s time to explore views, data protection, and creation of Macros. ’What-if’ analysis tools help discover all possible answers to changing variables in formulas. And Tables, the gem of Excel, turns any dataset into a dynamic range. Discover what you’ve been missing in Excel.

**Note:** The textbook is included in the course fee and will be provided in class.

<table>
<thead>
<tr>
<th>Course # 2LEF-0470 POST # 9250-0899</th>
<th>POST: 7 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sect 1</strong></td>
<td></td>
</tr>
<tr>
<td>Jan-22 / 1 session / Seys</td>
<td></td>
</tr>
<tr>
<td>W 8:00:00 AM - 3:30:00 PM</td>
<td>E1733</td>
</tr>
</tbody>
</table>

| **Sect 2**                           |                |
| Mar-04 / 1 session / Seys            |                |
| W 8:00:00 AM - 3:30:00 PM            | E1733          |

| **Sect 3**                           |                |
| Apr-22 / 1 session / Seys            |                |
| W 8:00:00 AM - 3:30:00 PM            | E1733          |

**Microsoft Office 2019/365: Excel Level III**

All roads have led you to this destination. Dive into Pivot Reports and learn the solution to slice and dice data within Excel. Discover how tools from previous classes are brought together for a complete solution. Learn to: exchange data between Excel and other programs, work in a single file simultaneously, customize features to your liking, and advanced Macro instruction.

**Note:** The textbook is included in the course fee and will be provided in class.

<table>
<thead>
<tr>
<th><strong>Course # 2LEF-0471 POST # 9250-0900</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>POST: 7 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sect 1</strong></th>
<th>Jan-29 / 1 session / Seys</th>
</tr>
</thead>
<tbody>
<tr>
<td>W 8:00:00 AM - 3:30:00 PM</td>
<td>E1733</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sect 2</strong></th>
<th>Mar-11 / 1 session / Seys</th>
</tr>
</thead>
<tbody>
<tr>
<td>W 8:00:00 AM - 3:30:00 PM</td>
<td>E1733</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sect 3</strong></th>
<th>Apr-29 / 1 session / Seys</th>
</tr>
</thead>
<tbody>
<tr>
<td>W 8:00:00 AM - 3:30:00 PM</td>
<td>E1733</td>
</tr>
</tbody>
</table>

**Microsoft Office 2019/365: Excel Level IV**

Produce powerful, interactive reports in minutes instead of hours. Drop data to Excel from another source? Save endless hours with Power Query to quickly import, clean, shape, and analyze disparate data sources. Construct and share data through geographical 3D Maps, PowerPivot, and dynamic dashboards. Transform those large data sets into clear summary reports. Data crowns distributed at end of class!

**Note:** The textbook is included in the course fee and will be provided in class.

<table>
<thead>
<tr>
<th><strong>Course # 2LEF-0472 POST # 9250-0901</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>POST: 7 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sect 1</strong></th>
<th>Feb-05 / 1 session / Seys</th>
</tr>
</thead>
<tbody>
<tr>
<td>W 8:00:00 AM - 3:30:00 PM</td>
<td>E1733</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sect 2</strong></th>
<th>Mar-25 / 1 session / Seys</th>
</tr>
</thead>
<tbody>
<tr>
<td>W 8:00:00 AM - 3:30:00 PM</td>
<td>E1733</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sect 3</strong></th>
<th>May-06 / 1 session / Seys</th>
</tr>
</thead>
<tbody>
<tr>
<td>W 8:00:00 AM - 3:30:00 PM</td>
<td>E1733</td>
</tr>
</tbody>
</table>
Microsoft Office 2019/365: OneNote
Dive into the best Microsoft program you are probably not using. Digitally capture and share thoughts, ideas and to-do’s from just about any device while keeping it all in one place. Share notebooks with others to view or edit, or share a snapshot with someone who does not have OneNote. Attach spreadsheets, video diagrams, and information from the internet. OneNote is a great 21st century time management tool with unlimited possibilities.

Note: The textbook is included in the course fee and will be provided in class.

Course # 2LEF-0476  POST # 9250-0914
POST: 4 credits

Sect 1  Feb-19 / 1 session / Seys
W 8:00:00 AM - 12:00:00 PM  E1733

Microsoft Office 2019/365: Outlook
New to Outlook or were you thrown into the software without any real training? There is so much more to Outlook than you know! Learn to manage email more effectively, organize your inbox and stay on top of appointments, events, and meetings. Keep your contacts organized and link information from social media. Be a master of task creation and assigning tasks to others.

Note: The textbook is included in the course fee and will be provided in class.

Course # 2LEF-0474  POST # 9250-0915
POST: 7 credits

Sect 1  Feb-12 / 1 session / Seys
W 8:00:00 AM - 3:30:00 PM  E1733

Microsoft Power BI
Dashboards and Visualization. Tell your data story with stunning interactive reports using Microsoft Power BI Desktop. Use industry-leading data query and modeling. Power BI Desktop helps you empower others with timely critical insights, anytime, anywhere.

Note: The textbook is included in the course fee and will be provided in class.

Course # 2LEF-0480
POST: This course is not POST eligible

Sect 1  Apr-08 / 1 session / Seys
W 8:00:00 AM - 12:00:00 PM  E2312

Microsoft Office 2019/365: Word Level I
Learn the basics of this tried and true word processing software. Write with confidence by creating, editing, and formatting documents, create and format tables and learn tips & tricks to expand your Word horizons.

Note: The textbook is included in the course fee and will be provided in class.

Course # 2LEF-0476  POST # 9250-0904
POST: 7 credits

Sect 2  Apr-02 / 1 session / Matz
Th 8:00:00 AM - 3:30:00 PM  E1733

Microsoft Office 2019/365: Word Level II
Stay with the flow by illustrating documents with graphics, work with themes and building blocks, merge documents, work with styles and templates while developing multi-page documents.

Note: The textbook is included in the course fee and will be provided in class.

Course # 2LEF-0478  POST # 9250-0905
POST: 7 credits

Sect 1  Apr-23 / 1 session / Matz
Th 8:00:00 AM - 3:30:00 PM  E1733

Microsoft Office 2019/365: Word Level III
Integrate with other programs and collaborate with co-workers, friends, or family while learning advanced graphics, how to build a form and customizing Word to best suit your needs.

Note: The textbook is included in the course fee and will be provided in class.

Course # 2LEF-0479  POST # 9250-0906
POST: 7 credits

Sect 1  May-14 / 1 session / Matz
Th 8:00:00 AM - 3:30:00 PM  E1733